

TO BE PUBLISHED IN TWO LOCAL NEWSPAPERS:

JOB OFFER

International Organization invites application for the position of

PROGRAM ASSISTANT

The Program Assistant will be working under the supervision of the Director of the Office of Democracy and Governance and will be the DG day-to-day contact point with the Office of Program and Coordination and Project Support (PCPS), the office of Acquisitions and Assistance (OAA), and the Office of Financial Management (FM). S/he will also aid in completing routine and ad hoc administrative and program assignments as required.

Required qualifications:

Education: College/university degree is required in accounting, statistics, program Management, public administration, political science or related discipline,
Bachelor is preferred.

Experience: Three to five years of experience in administrative and programmatic assistance.

Language: Fluency in written and spoken English (Level IV), French is required.

Skills: Excellent skills in handling and manipulating data and computer programs for production of statistical reports. Must possess good judgment, and be able to work independently on a number of tasks simultaneously. Ability to use Ms Word, Excel, and Power point required.

This position is compensated in Local Currency.

Curriculum Vitae should be mailed in English no later than February 10, 2012 at: paphr@usaid.gov